



# CERTIFICATE OF APPROPRIATENESS APPLICATION

City of Hutto Development Services  
500 W. Live Oak Street  
Hutto TX 78634  
Planning: 512-759-3479  
planning@huttotx.gov  
www.huttotx.gov

*Must be accompanied by a Master Application*

PROJECT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Current zoning district: \_\_\_\_\_ Current use: \_\_\_\_\_ Occupancy:  Residential  Commercial

**Request Type (Check One)**

- New construction  Remodel or Addition  Storage or Accessory Building  Fence construction or Repair  
 Demolition  Other: \_\_\_\_\_

**FEES**  All required fees may be provided by credit card (plus additional fee) or check made payable to: City of Hutto

**ALL SUBMITTAL DOCUMENTS PROVIDED ON A FLASH DRIVE/USB OR OTHER COMPATIBLE ELECTRONIC STORAGE DEVICE**

All items listed must be included with application, unless otherwise noted.

- Complete Master application and Certificate Of Appropriateness application.
- Pre-application meeting with Development Services staff and WCESD#3 (Fire District) staff.
- Proof of ownership (copy of deed).
- Photos of lot and existing structure(s) (all sides), submitted digitally/electronically
- Minimum scale for all additional requirements is (1/8 inch = 1 foot), unless otherwise indicated below.
- If applicable to the project, the following items are to be submitted digitally/electronically at a minimum scale of (1/8 inch = 1 foot), unless otherwise indicated.***
  - Site Plan
    - o Minimum scale (1 inch = 20 feet) and must include the following:
      - o North arrow and scale
      - o Lot lines with dimensions, setback and easement lines
      - o Existing/proposed structure location(s), accessory structures, and reference dimensions from all lot lines
      - o Existing trees (with sizes) and locations of all primary/secondary entrances to structures
      - o Driveway, parking, walkway, fence and retaining wall locations (existing/proposed)
  - Floor Plan
    - o Existing/proposed structure location on site
    - o Layout of all rooms, exterior decks, porches, windows and door openings
    - o Total square footage of overall structure (total heated/cooled area)
  - Roof Plan
    - o Flue, roof, exhaust vents, chimneys, skylights
    - o All projections, penetrations, overhang lines and lengths
    - o Gutters, downspouts, major ridge, valley and eave lines
  - Architectural Elevations
    - o North, south, east and west side elevations showing: deck/patio, porch, and showing heights for building, plate, foundation and roof pitch
    - o Calculated areas for all facades and glazed surfaces (windows)
    - o Additions: show entire structure
  - Significant Architectural Details
    - o Descriptions and drawings that demonstrate the architectural character of the structure, exposed structural connections, materials, interfaces, etc. (includes finials, corbels, brackets, rafter ends, window casing, etc)
  - Material Samples
    - o Exterior wall/siding, color, texture and finish
    - o Trim, masonry type, color, texture and layup
    - o Roof, garage, exterior door type and driveway color (if other than asphalt/grey concrete)
    - o Window type and color
    - o Site, building exterior lighting fixtures and home numbering

**FOR DEPARTMENT USE ONLY:**

Submittal date	Date accepted for review	Payment type	Fees paid	HPC Mtg. date	HPC determination
					<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions (attached) <input type="checkbox"/> Denied

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## APPLICABILITY

- Work that does not include changes to: material, configuration, dimension, or outward appearance is considered in-kind repair and **DOES NOT REQUIRE A CERTIFICATE OF APPROPRIATENESS.**
- Visible changes to the exterior of a designated contributing (historical) structure.
- Addition to a designated contributing (historic) structure in a historic district.
- Demolition/relocation of a designated contributing (historic) structure.
- Construction of a new structure in the historic district.
- Application submittal and/or commission approval does not constitute building permit approval.
- Building permit applications must be submitted separately. Approvals, with or without conditions, are valid for 180 days.

## REVIEW CRITERIA

Construction shall conform to any applicable Master Plan and UDC requirements.

Structure/site will be used for its historic purpose or be placed in a new use that is permitted by code. Use will require minimal change to the defining characteristics of the structure, property, site and environment. Historic character of a structure/site will be kept and preserved. Removal of historic materials or alteration of features and spaces will be avoided.

**Structure/site remains as physical record of its time, place and use. Changes will not create a false sense of historical development, such as conjectural features or architectural elements from other structures/property.**

Most structures/property change over time; changes that acquired historic significance in their own right will be kept and preserved.

Distinctive features, finishes and construction techniques or examples of craftsmanship characterizing a structure/property will be preserved in the limits permitted by applicable regulations.

Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature must match the old in design, color, texture and other visual qualities; and, where possible, materials, if they meet other applicable codes and ordinances.

Replacement of missing features will be proven by documentary, physical or pictorial evidence.

Chemical or physical treatments that could damage historic materials are prohibited. Surface cleaning of structures, if appropriate, must be undertaken using the gentlest method possible.

New additions, exterior alterations, or related new construction will not destroy historic materials characterizing the structure/property. New work will be differentiated from the old and will be compatible with the massing, size, scale and architectural features to protect the historic integrity of the structure or property and its environment.

New additions and adjacent or related new construction will be undertaken in a way that the essential form and integrity of the historic structure/property and its environment will be unimpaired if it is removed in the future.

New construction taking place after demolition/removal of a structure/property in an historic district will conform to the design guidelines for the district.

## PROCESSING

Application intake, staff review and determination that it is complete, meeting scheduling.

Final documents related to Commission action are required at least 14 days prior to scheduled meeting date.

Upon approval applicant shall submit the required building permit application(s), if applicable.